



County of San Diego, Planning & Development Services

APPLICANT'S GUIDE TO AN ADMINISTRATIVE PERMIT FOR OVERSIZED ACCESSORY STRUCTURES ZONING DIVISION

These guidelines provide information on how to apply for an Administrative Permit for an Oversized Accessory Structure. Review the attached Zoning Ordinance excerpts to determine where and under what restrictions, these structures are allowed. Please be sure to read ALL of the information in this Guide and application package forms.

FILING REQUIREMENTS

Complete the following forms:

- | | |
|---|-----------|
| • Discretionary Permit Application | PDS-346 |
| • Supplemental Application | PDS-346S* |
| • Ownership Disclosure | PDS-305 |
| • Evidence of Legal Parcel | PDS-320 |
| • Notice to Applicants for Site Plans, Variances,
Administrative Permits and Use Permits | PDS-581 |

See page 4 of this form – PDS-546

Include also:

7. See coversheet for required number of plot plans. See PDS-090 – Typical Plot Plan. The plan **MUST** be drawn to engineer's scale. Plot plan enlargements or reductions will not be accepted.
8. Eight (8) sets of elevation drawings or sketches of **EACH** of the **FOUR SIDES** of the proposed structure.
9. Application fee. See fee schedule for amount on form PDS-369.

IMPORTANT NOTE:

The plot plans and elevations must be folded no larger than 8 1/2" x 11" with the lower right hand corner exposed.

** This form will be "speaking" for you, so it is very important that your project is described in complete detail. For example specify the use, square footage, height, etc. of the proposed and existing structures.*



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EXCERPTS FROM THE ZONING ORDINANCE
OVERSIZED ACCESSORY STRUCTURES

Section 4842:

SETBACKS FOR DETACHED ACCESSORY BUILDINGS AND STRUCTURES

- a. No detached accessory building shall be located with walls closer than 3 feet or eaves closer than 2 feet from interior side or rear property lines.
- b. No detached accessory building authorized by Section 6156.g exceeding 1,000 square feet in area shall be located within a required setback pursuant to Section 4810.
- c. The combined area of all detached accessory buildings authorized by Section 6156.g, having any portion within the required setback pursuant to Section 4810, shall not exceed 1,000 square feet.

Section 6156 a, g and h:

a. ATTACHED PRIVATE GARAGES AND CARPORTS, STORAGE BUILDINGS, WORKSHOPS, HOBBY SHOPS, AND OTHER SIMILAR NON-HABITABLE USES

1. The total area allowed on a lot shall be limited to 25% of the living area of principal residence, or as follows, whichever is greater:

Lot Size (gross)	Att. Accessory Structure area
< 1 ac	1,000 sf
1 ac - <2 ac	1,500 sf
2 ac - <4 ac	2,000 sf
4 ac or larger	3,000 sf

2. If the portion of the structure in which the attached garage or carport is located is more than one story in height, that portion not used for the shelter or storage of vehicles shall be designed and used as an integral part of the principal residence or approved habitable use such as guest living quarters.
3. Additional area may be permitted by issuance of an Administrative Permit with notice provided pursuant to Section 7060c. and findings pursuant to Section 7358, subsections a. 1, 3, 5, and 6.
4. For properties on which more than one detached residence is allowed per legal lot pursuant to Section 4310 (not including a Second Dwelling Unit pursuant to subsection x.), the total attached garage area, based upon lot size, per a.1 above, shall be allowed for each residence.



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- g. DETACHED PRIVATE GARAGES AND CARPORTS, STORAGE BUILDINGS, WORKSHOPS, HOBBY SHOPS, BARNs, AGRICULTURAL BUILDINGS AND OTHER SIMILAR NON-HABITABLE USES (non-business purposes).** Only one electric service drop and one electric meter to serve both the main dwelling and structure allowed by this subsection will be permitted.

1. The total area of all detached accessory structures shall be limited to 25% of the living area of the principal residence, or as follows, whichever is greater:

Lot Size (gross)	Det. Accessory Structures in all Res, Ag & S92 Zones (formerly 6156.g and 6156.h)
< 1/2 ac	1,450 sf <i>(only in zones subject to a Residential Use Regulation and in the S88 Use Regulations where residential uses occur)</i>
< 1 ac	2,000 sf
1 ac - <2 ac	3,000 sf
2 ac - <4 ac	4,000 sf
4 ac - <8 ac	5,600 sf
8 ac - <12 ac	6,400 sf
12 ac - <16 ac	7,200 sf
16 ac or more	8,000 sf

(Note that detached accessory structures are subject to setbacks specified in Section 4842. Buildings not meeting the setback requirement of Section 4842 are limited to a combined area of 1000 square feet.)

Buildings proposed in the S88 Use Regulations shall conform to the requirements of any applicable Specific Plan.

2. Limited to one story not to exceed 12 feet maximum height. May have 2 stories and a height not exceeding 24 feet if the accessory structure meets the main building setbacks. If the structure is more than one story in height, that portion not used for the shelter or storage of vehicles shall be designed and used as habitable space defined by Section 6156.b or other approved use such as a guest living quarters.



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3. Additional area, height and story may be permitted by issuance of an Administrative Permit with notice provided pursuant to Section 7060c. and findings pursuant to Section 7358, subsections a. 1, 3, 5, and 6. The Administrative Permit shall not authorize height/stories exceeding the height/story limit specified by the applicable height/story designator. The Administrative Permit shall not authorize reductions to required setbacks. Reductions to setbacks shall be subject to Section 7100, Variances.
4. A barn or agricultural building is not considered an animal enclosure. Therefore the animal enclosure area on a property is not included in the calculation of total barn square footage. A barn used as part of a commercial Horse Stable use is not considered an accessory structure for purposes of this section and therefore not included in or limited by this section.

h. BARNS AND AGRICULTURAL STORAGE BUILDINGS: see 6156.g.

Section 7060c and d

c. NOTICE TO PROPERTY OWNERS

Notice to Property Owners. The applicant shall provide notice materials (as specified by the Director) with the permit application which shall be used by the Department to notify property owners within 300 feet of the exterior boundaries of the subject lot, with a minimum of 20 different owners, of the receipt of said application. Additional notification is required by subsections e., g. and h.

d. PUBLIC HEARING

A public hearing shall not be held unless the administering agency determines that such hearing would be in the best interest of the County, or if required by applicable sections of the Zoning Ordinance where a hearing is requested by the applicant or other affected person.

Section 7358 a.1, 3, 5 and 6

- a. That the location, size, design and operating characteristics of the proposed use will be compatible with adjacent uses, residents, buildings or structures with consideration given to:
 1. harmony in scale, bulk, coverage and density,
 2. the availability of public services,
 3. the harmful effect, if any, upon desirable neighborhood character,
 4. the suitability of the site for the type and intensity of use or development which is proposed and
 5. any other relevant impact of the proposed use.